



Position Vacancy:

**Program Manager, TOMODACHI Initiative, U.S.-Japan Council
Full Time (Tokyo-based)**

The U.S.-Japan Council is a 501(c)(3) non-profit tax exempt organization in the United States which has recently incorporated in Japan. The Council is administering the TOMODACHI Initiative, a public-private partnership forged after the Great East Japan Earthquake in collaboration with the U.S. Embassy in Tokyo with the support of the Government of Japan. The TOMODACHI Initiative is supported by corporations, organizations and individuals from the United States and Japan.

TOMODACHI's mission is to support Japan's recovery from the Great East Japan Earthquake, and invest in the next generation of Japanese and Americans in ways that strengthen cultural and economic ties, and deepen the friendship between the United States and Japan over the long term.

Our vision is to foster the next generation of Japanese and Americans, a "TOMODACHI generation" of driven doers, thinkers and creators who are invested in the future of U.S.-Japan relations, appreciate each other's cultures and countries, and possess the globally oriented skills and mindsets needed to thrive and make a difference.

OVERVIEW OF ROLE

Working under the direction of the Executive Director of TOMODACHI, the Program Manager is responsible for helping to find, select, develop, manage, monitor and evaluate TOMODACHI programs, including managing relationships with implementing organizations. The Program Manager will work with individuals from the U.S.-Japan Council, the U.S. Embassy and other key TOMODACHI team members in the implementation of this mission.

RESPONSIBILITIES

Program Development, Selection, Implementation, Monitoring and Reporting:

- Work with the TOMODACHI team to develop and design programs; research and assess implementing organizations and programs under consideration for TOMODACHI funding or designation
- Develop and refine TOMODACHI's program/implementer selection process
- Work with partner organizations to finalize program descriptions and

- budgets, ensure contracts are signed, and reports are submitted on time
- Help to refine and implement a system for monitoring and evaluating TOMODACHI programs
- Provide frequent updates on status of programs, including quarterly reports on all programs funded to send to donors

Networking and Reporting:

- Liaise with local and prefectural government officials to raise awareness about TOMODACHI, assess needs and gather information
- Liaise and maintain strong relationships with NPOs/NGOs to consider as potential partners in implementation
- Set up and manage programs visits for visiting delegations/donors

Other:

- Other duties as may be assigned

QUALIFICATIONS

- Excellent interpersonal, written and oral communication skills in both Japanese and English that will allow for easy collaboration with many different stakeholders, including corporate leaders, senior government officials, and NGO partners
- Self-motivation and ability to excel in a fast-paced and unstructured environment
- Exceptional organizational and project management skills, including the ability to work under tight deadlines and manage multiple priorities
- Demonstrated ability to work independently and on a team
- Demonstrated commitment to U.S.-Japan relations
- Professional experience working on U.S.-Japan issues
- Experience working in a non-profit setting, preferably in Japan
- Experience in Tohoku and an existing network there is preferred.
- Microsoft Word, Excel, Powerpoint skills required

TO APPLY

If qualified and interested, please send your CV and cover letter to opportunities@usjapancouncil.org, specifying "TOMODACHI Program Manager" in the subject line of the email. Review of applications is ongoing. Looking to fill the position as soon as possible.